

PUBLIC HEALTH SOCIAL WORKER, *Spanish Bilingual*

Recruitment #1410-2112DC-002

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 12/19/2014 12:00:00 PM

Filing Deadline 1/16/2015 11:59:00 PM

HR Analyst Cassandra Scherer

PURPOSE

The Public Health Social Worker assigned to the EFM Program functions as part of a multi-disciplinary case management team with the focus on the psychosocial needs of families. This position will conduct personal/home visits to work intensively with at-risk pregnant women, families and infants to improve maternal health, prenatal care, and early childhood health, development, and well-being. This position works collaboratively with public health nurses serving families residing within the city of Milwaukee. This position will provide the above described services in a bi-lingual, Spanish/English, capacity.

ESSENTIAL FUNCTIONS

Home Visiting/Case Management

- Develop and maintain supportive and trusting relationships with clients and other family members to promote independent and empowered actions by families;
- Provide on-going home visits and phone contact, based on family's need as prescribed by Empowering Families protocols;
- Make appropriate referral to community resources;
- Act as an advocate for family regarding needed resources from governmental, community and private agencies; provide Public Health Social Work case management of the family;
- Complete developmental screening and assessments of client's physical, social, psychological, and environmental health status;
- Provide counseling for primary, secondary and tertiary health problems;
- Teach prevention and promote the adoption of healthy behaviors;
- Collaborate with private care providers, allied professionals, and other MHD personnel regarding needs of clients under social work case management;
- Develop and implement case management and care plans for resolution of assessed client/family needs;
- Document social work case management within *SPHERE* according to the following MHD policy and Medicaid requirements;
- Assess community needs for input into MHD programs.

Case Management

- Function as a member of the multidisciplinary team, working in a dyad made up of a Public Health Nurse, social worker and/or community health worker;
- Establish and maintain collaborative relationships with team members in providing EFM Program services;
- Attend program meetings, training sessions and community meetings; Participate in the orientation and on-going training for EFM;
- Evaluate and/or provide assistance to determine the effectiveness of particular nursing services and home visiting interventions;

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- Participate in data collection, program evaluation, and preparation of reports pertinent to objectives of the program, or as assigned.

Community Linkage/ Advocate

- Act as liaison with hospitals, government services and community agencies for social service needs of mothers and infants;
- Represent the MHD and its policies and strategies in the community;
- Develop network and relationships between the MHD and the community to serve as advocate for clients and their needs.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in social work from an accredited college or university.
 - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*
2. Two years of social service experience working in the community with clients.
 - **NOTE:** Equivalent combinations of education and experience may be considered.
3. Social Worker certification from the state of Wisconsin or eligibility for a temporary Social Worker certificate.
4. Fluently speak, read, write and understand Spanish and English.
5. Valid driver's license and possession of an insured vehicle at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Master's degree in Social Work.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of contemporary theories of child development issues, practices and trends
- Knowledge of social services agencies and other resources in the community
- Knowledge and ability to work with computers, including word processing, database, project management and spreadsheet software applications, and a case management information system
- Oral communication skills in Spanish and English
- Written communication skills in Spanish and English
- Ability to work independently
- Interpersonal skills, including the ability to maintain good working relationships with clients, multi-cultural and multi-discipline staff, other agencies and the public
- Ability to manage emotional or difficult customer situations
- Possess sensitivity to cultural diversity
- Ability to write clearly and informatively; write reports, business correspondence and procedure manuals

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- Ability to speak clearly and persuasively; effectively present information and respond to questions from groups of managers, clients, customers and the general public
- Ability to identify and solve practical problems
- Ability to maintain confidentiality
- Ability to plan and organize work
- Ability to frequently stand, walk, climb stairs and sit and occasionally move/lift up to 25 pounds

CURRENT SALARY

The current starting salary (PG 2DN) for City of Milwaukee residents is \$47,095 annually and the non-resident starting salary is \$45,940. *Appointment above the minimum is possible.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **January 16, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.